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9 December 1963

TO : Chief, Confidential Funds Division

SUBJECT: Registry Unit

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1. Major Functions:

- a. Receives, records and processes all incoming and outgoing memoranda and cables dealing with the Confidential Funds activity of the Agency. (See HR's [REDACTED])
- b. Serves as the official Agency repository for correspondence described above.
- c. Maintains files of all Confidential Funds accounting vouchers and supporting documentation.
- d. Receives, packages, records and processes Class A Station Accounting Records and supporting documentation for forwarding to Agency archives.
- e. At appropriate intervals, packages, records and processes material described above to Agency archives and recalls such material when required.

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2. Since all of the above functions are required by regulation or directive, the effect of reduction in T/O would curtail the services of this Unit, especially pertaining to the preparation of documents for forwarding to Agency archives, processing "recalls" for documentation filed in archives and the prompt filing of documents received in the Unit. The functions of this Unit are essentially a volume problem; for example, over 25,000 pieces of mail, dispatches, and cables, are received during a four-week period, in addition to other miscellaneous documents. The reduction of one position in this Unit would result in an increase in time allotted for processing documents received and transmitted to other components, with a corresponding delay in servicing components of the Agency by various Branches of the Division.

3. At the present time, mail is picked up from and delivered to the various offices within Finance Division. This service could be deleted and Registry used as a central point for the offices to perform this service themselves. In addition, calls to the Record Center for material to be returned from storage could also be decentralized to the Branches. A central file of pseudonym cards is maintained by Registry for use by the Division. This function could be deleted and the facilities of RI used for this purpose. Registry is currently responsible for processing duplicate

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copies of material by use of a Xerox machine. This service could also be eliminated by utilizing the Agency duplicating system or by preparation of typewritten copies by the stenographers in the Branches.

4. During the past year the logging system in Registry has been revised by the adoption of Form 238, Document Control. It is planned to further refine this system and a study is currently being made along these lines.

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